



## **CASUAL/WAE MANAGEMENT CLERKS**

The U.S. Consulate General Melbourne is seeking individuals for the positions of Casual/When Actually Employed (WAE) Management Clerk

Salary: A\$56,138 p.a. pro rata

Hourly Rate: A\$26.98

Hours: Casual when actually required to a maximum of 40hrs/week

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of secondary school (Year 12) is required.
2. One year experience in general administrative work which includes a high level of proficiency in software applications is required. This will include word processing, email applications and database maintenance.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. Demonstrated ability to exercise tact and good judgment when dealing with the public is required.
5. Keyboard skills with an ability to type 40 wpm are required.
6. Demonstrated organizational and time management skills are required, with the ability to work a flexible schedule, often at short notice.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Management Section/HR, U.S. Consulate General Melbourne, Level 6/553 St. Kilda Rd., Melbourne Victoria 3004 or via email to: [MELBHR@state.gov](mailto:MELBHR@state.gov).

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

***Note: Only short listed applicants will be contacted.***

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<b>POSITION TITLE:</b> <b><u>CASUAL/WAE MANAGEMENT CLERK</u></b>	<b>POSITION GRADE LE- 5</b> <b>(STARTING SALARY A\$56,138)</b>
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

The employee performs a wide range of administrative duties on a project/ as needed temporary basis. These duties will primarily involve reception, front office, and/or general administrative responsibilities, with an onus on telephone customer service, executive office protocols, office/administrative proficiency and appointment scheduling.

### **Major Duties and Responsibilities**

Duties vary depending on the section requiring assistance; however, all applicants must be able to carry out the full range of normal office administration tasks including word processing, filing, maintaining supervisor's calendar, drafting correspondence and assisting with the organization of official events

## **QUALIFICATIONS REQUIRED AND SELECTION CRITERIA**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. One year experience in general administrative work which includes a high level of proficiency in software applications is required. This will include word processing, email applications and database maintenance.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. Demonstrated ability to exercise tact and good judgment when dealing with the public is required.
5. Keyboard skills with an ability to type 40 wpm are required.
6. Demonstrated organizational and time management skills are required, with the ability to work a flexible schedule, often at short notice.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

## SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## ELIGIBILITY REQUIREMENTS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,

- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

### **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

### **SUBMIT APPLICATION TO**

Management Section/HR  
U.S. Consulate General  
Level 6/553 St. Kilda Rd.  
Melbourne Victoria 3004

or via email to: MELBHR@state.gov

### **THE DEADLINE FOR APPLICATIONS IS: INDEFINITE**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## **APPENDIX B**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References